

## Job Coaching, Application & Soft Skills Training

- **KURSNET No.:** 323/106/21
- **Target group:** Unemployed, jobseekers threatened by unemployment (academics, executives, commercial or technical employees, people eligible for benefits and people returning to work of all ages and occupational groups, trainees, school leavers)
- **Course size:** 1 participant
- **Form of instruction:** Part-time
- **Duration:** 4-6 units per week
- **Teaching units:** max. 60 units of 45 minutes each
- **Costs:** 52,70 EUR/teaching unit
- **Course start:** at any time

The subsidized training takes place online. Physical contact is not necessary. Each of our educational measures can be successfully completed from the home office and in the time allotted.

### Course concept

Our course concept is digital and includes phases of self-learning as well as phases of joint learning under the guidance of a lecturer. In the self-learning phases, the participant completes learning materials and transfer work provided independently. The phases of collaborative learning consist of lectures in a virtual classroom. The courses are completed from the home office. Our educational offerings are audited annually by an independent body. We follow the guidelines of the German Association for Project Management (GPM) and the professional code of conduct of the Association of Independent Psychotherapists, Naturopaths for Psychotherapy and Psychological Consultants (VFP), of which we are a member.

### Objective of the course

Coaching is an individual counseling process that focuses on professional aspects, but can also include private aspects, if this is indicated and desired by you. In a personal conversation, you will develop an application strategy in exchange with your coach, based on your interests and skills. To this end, you will learn and understand important methods and aspects from job & business coaching combined with measures from stress management and resilience training in particular. Through our individual coaching, you will be able to apply the knowledge you have learned in your job search and in your everyday professional life, and hopefully get a job quickly and successfully. In coaching, we take an honest and open stock of your situation, because our goal is for the coaching to help you advance professionally and personally. For this purpose, the coaching is based on your needs and ideas, we do not use "application templates". We also do not believe in artificially dragging out such measures.

## Course contents (individually selectable)

### 1. JOB COACHING

In Job Coaching you reflect on your own strengths and weaknesses and on this basis you can work out what you want to achieve professionally.

#### a. Goal clarification

- Clarification of coaching goals and needs

#### b. Situation and potential analysis

- Biography work
- Determination of personal strengths and competencies
- Professional goal setting, career planning
- Creation of an individual qualification profile

### 2. APPLICATION TRAINING

In application training, your application documents are prepared together and improved step by step. In addition, we simulate job interviews and assessment centers.

#### a. Application activities

- Objective of application
- Job market analysis, research
- Recognition of professional opportunities
- Development of an individual application strategy

#### b. Application documents

- Structure of application portfolio
- Cover letter, curriculum vitae, photo
- Attachments: references, certificates and letters of recommendation
- Electronic application and unsolicited application

#### c. Interview & Assessment Center

- Preparation
- Clothing and appearance
- The positive appearance: self-presentation and self-promotion
- Dress code, do's and don'ts
- Typical interview questions
- Selection tests and questions

### 3. SOFT SKILLS TRAINING

Behavioral/soft skills training is of great importance for application procedures and later professional activity. For this purpose you will learn and apply the basics.

- Self-confidence, motivation & commitment
- Communication, leadership & teamwork
- Stress management, test anxiety & learning blocks, resilience
- Conflict management, negotiations & collegial counseling
- Problem solving and creativity

## About us

The education provider mhTCC offers courses in adult education that consciously distinguish themselves from the broad mass of providers:

- We tailor our courses to the needs of the participants and offer expert support from the initial contact.
- We make sure that the participants have a comparable level of knowledge so that effective learning is possible.
- For the best possible support, we only offer individual coaching or courses with a maximum of 8 participants, as larger course classes hinder individual learning success.
- We focus on teaching content that is needed in professional practice. This goes beyond imparting knowledge for exams.
- The content of our courses is not artificially inflated by aspects that sound nice but have little to do with the actual topic.
- Our courses are held by lecturers who have worked in these subjects for many years and therefore know them inside out. They contribute their professional experience, give practical tips and point out pitfalls.

The high pass rate in exams for which we prepare in courses and the positive real customer reviews on google >>> shows us that our approach of personal support and encouragement works well.

## Trainer

Martin Heuser

- Owner of the educational institution mhTCC, management trainer, honorary lecturer, business coach, technical book author
- 20 years of project experience, including 14 years as project manager of organizational and IT projects (major German bank, banking association, medium-sized IT companies); project volume: up to 35 million EUR
- Head of Corporate Ethics/Sustainability/CSR, Analyst Corporate Strategy (major bank)
- Studies in economics, graduate economist (M.Sc.)
- Senior Project Manager (IPMA Level B), Project Management Professional (PMI)
- Agile Coach: Professional Scrum Master and Product Owner (ASF, ASM, PSM, ASPO, PSPO)
- Psychological Consultant, Mental Coach
- Advanced training in stress management, resilience training, dealing with burnout and mobbing, etc.

**References:** see [www.mh-tcc.de/referenzen](http://www.mh-tcc.de/referenzen)